

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism

TOUR 470—Career Preparation (1)
Spring 2015

DAY/TIME:	Friday/10:30 - 1:10 p.m.	LOCATION:	Krug Hall 242
INSTRUCTOR:	Tina Jones	EMAIL ADDRESS:	tjonesq@gmu.edu
OFFICE HOURS:	Thursday, 9:30 – 11:30 a.m. (PW) Fridays 1:15-2pm (FX)	PHONE NUMBER:	703-993-2062
		FAX NUMBER:	703-993-2052

PREREQUISITES

TEM Major (senior status), TOUR 241, HEAL 323, TOUR 340, TOUR 440 and PRLS 410

COURSE DESCRIPTION

Capstone educational experience focuses on current issues in tourism and event management, and career development strategies.

COURSE OBJECTIVES

At the completion of this course students should be able to:

1. Analyze current trends and issues in the tourism and events management field.
2. Conduct research using public and secondary data.
3. Prepare a technical report and make recommendations for management.
4. Identify, create and assess materials pertaining to career placement in the tourism or events field.

COURSE POSTINGS

Course materials will be posted on Blackboard, which can be accessed through <https://mymasonportal.gmu.edu/>.

COURSE OVERVIEW

This course is a seminar and requires preparation, extensive in-class discussion, and peer presentation. It is expected that students will demonstrate the knowledge and competencies they have developed during preceding semesters in the BS-TEM program. The following rules and guidelines are in support of the effort to prepare seminar participants to enter the profession:

1. Attendance and participation are key elements to a successful learning experience. When tardiness or an absence is anticipated, it is the responsibility of the student to advise the instructor in advance. Advising the instructor of unexpected absence or tardiness should take place at the earliest opportunity. **A passing grade will not be given if more than two seminar meetings are missed (including 'excused' absences). Each absence will automatically reduce your participation/attendance grade by 14 points. Points will also be deducted for tardiness or leaving class early.**
2. **TEM CAREER SOCIAL – February 25, 2015 - Mark your calendar!**
The TEM program will be hosting a Career Social on Wednesday, February 25th from 6:00 – 8:30 p.m. in the HUB ballroom. This will be a great opportunity to meet with industry recruiters and learn about job openings. **Attendance is mandatory for all TOUR 470 students.** Class will not be held on Friday, February 27th.
3. Assignments will NOT be accepted after the due date.
4. Unless required due to documented disability or approved by the instructor, laptop computers, tablets, phones and other mobile devices may NOT be used during class meetings.

5. All assignments must be typed and presented in a professional format. Electronic versions of assignments will only be accepted when that form is specifically requested by the instructor or approved in advance of the submission deadline.
6. If your instructor is not in the classroom at 10:30 a.m., please wait 20 minutes before leaving.
7. The instructor reserves the right to change this syllabus in order to improve the quality of the overall learning experience. Changes may include scheduled activities, classroom policies, and future grading criteria, and will be communicated to all students.

NATURE OF COURSE DELIVERY

Face to Face

As a seminar, this course is delivered in a facilitated discussion and student presentation mode.

REQUIRED READINGS

None

SUGGESTED READINGS

Career Services *Moving On* Guide (will be given out during the first class meeting)

EVALUATION

Each unexcused absence will automatically reduce your participation/attendance grade by 14 points. Points will also be deducted for tardiness or leaving class early.

Assignment	Weight	Due Date
Participation/Attendance, In-class Assignments - <i>Students are expected to attend and participate in every class session. In-class assignments and/or activities cannot be made up or turned in late.</i>	30% (.30)	As assigned
Issue Analysis – <i>Students will research a credible article identifying an important tourism, hospitality or events management related issue and write an analysis with discussion questions for the class.</i>	20% (.20)	1/30
Debate – <i>Students will work in groups to participate in a debate on a current controversial issue with in tourism, events management or hospitality. Groups will be responsible for researching the topic and building a case for or against the particular issue that they were assigned.</i>	20% (.20)	2/20 & 3/6
Career Book – <i>Each student will complete an individual career book that is focused on their future career goals. The career book will serve as a resource for professional development and will assist the student in obtaining a job or internship.</i>	30% (.30)	2/20
Total	100%	

Grading Scale

A+ = 97 – 100	B+ = 87 – 89	C+ = 77 – 79	D = 60 – 69
A = 94 – 96	B = 84 – 86	C = 74 – 76	F = 0 – 59
A- = 90 – 93	B- = 80 – 83	C- = 70 – 73	

TENTATIVE COURSE SCHEDULE

DATE		TOPIC
F	January 23	Course Introduction Resume Writing & Interview Techniques (Charlotte Strauss, GMU Career Counselor)

DATE			TOPIC
F	January	30	Hospitality Industry Overview (Shaun Smithson, Vice President of Operations, B.F Saul Company Hospitality Group) Interviewing Exercises Current Issues & Trends
F	February	6	Leadership Styles Internship Pre-Experience Presentation (Dr. Abena Aidoo)
F	February	13	Events Management Careers (Renee Kayal, Program Director of Education & Training and Amanda Saxton, Coordinator of Education & Training, Water Environment Federation) Job Hunting and Professionalism
F	February	20	Tourism Careers (Beth Erickson, President and CEO, Visit Loudon) Debates
w	February	25	*TEM Career Social – 6:00 – 8:30 p.m. Attendance is mandatory – No class on Friday, 2/27
F	March	6	Debates/Course Wrap Up & Reflections

Note: Faculty reserves the right to alter the schedule as necessary

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

PROFESSIONAL BEHAVIOR: Students are expected to exhibit professional behaviors and dispositions at all times.

CORE VALUES COMMITMENT: The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

